



Pre-Construction Meeting Agenda

March 1, 2012 at 10:00AM

C#12407 Flood Elimination, Parapets, Exterior Masonry & Roofs

01. **Function and Authority of Personnel**
 - Jeff Simmons, Project Officer, SCA.
 - John Gentile, Senior Project Officer, SCA.
 - Narsinth Patel, Architect of Record, School Construction Authority ('SCA')
 - Yvette Knight, Project Support Manager, SCA.
 - School Administration.
02. **Correspondence / Field Instruction**
 - All correspondence regarding the project must be addressed to the P.O.-SCA.
 - All instructions regarding the project shall be issued through the SCA Project Officer.
 - Daily Reports to be prepared and submitted to SCA Project Officer at end of each week.
 - A copy of all Daily Reports and Sign-in Logs to be available in the Field Office.
03. **SCA Field Office, Computer Equipment & Contractor Staging Area**
 - Field Office to be provided by the contractor. (Y)
 - Computer equipment & phone lines as per contract requirement.
04. **Project Meetings**
 - Project Meeting to be held bi-weekly at the school.
 - Subcontractors to attend this meeting if requested by SCA.
05. **Schedule & Phasing**
 - Project phasing as stated in Phasing Exhibit of the contract specification.
 - Contractor to submit Preliminary Schedule within 15 working days after receipt of NTP.
 - Complete base line schedule must be submitted and approved within 60 days of NTP.
 - Contractor schedule must meet contract requirements.
 - Provide list of long lead items and delivery dates.
 - Contractor to provide two week look ahead schedule and a report of progress in previous two weeks, two days prior to every job progress meeting.
06. **Permit Requirements**
 - Contractor to obtain all required permits prior to work.
 - Contractor shall be responsible for the renewal of all permits and associated fees.
 - Refer to section G001060 for detailed description.
 - Custodial permit.
07. **Construction Site and Access**
 - Contractor to perform daily clean up.
 - Photo ID badge must be worn by all contractor and sub-contractor employees.
 - Designated staircase for school access.
 - Custodian permit.